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UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF INFORMATION
WASHINGTON

Rev 30

PUBLICATIONS
PRESS SERVICE
RADIO SERVICE

September 15, 1930.

OFFICE OF INFORMATION MEMORANDUM #7.

The delivery of proof cards of mailing list stencils and returned unclaimed envelopes or wrappers to various buildings and rooms has become so complicated that it is necessary to standardize the system.

Unless there is some reason for an exception, the following plan of delivery will therefore be put into effect October 1:

Proof cards, returned unclaimed envelopes or wrappers, and all routine matters regarding the maintenance of mailing lists will be sent to the bureau editor or some other official designated for this purpose, and distribution within the bureau will devolve upon him.

Very truly yours,



M. S. Eisenhower,
Director.

